



PURCHASING

The Purchasing division is responsible for the procurement of supplies, equipment, and services for all departments under the Board of County Commissioners, as well as the Sheriff's Office, the Court Administrator and the Supervisor of Elections.

Purchasing Director Keith Roberts has been with Leon County for more than 20 years and leads a customer-oriented staff dedicated to the stewardship of County resources.

Roberts is a member and the Immediate Past President of the Tallahassee Area Chapter of the National Institute of Governmental Purchasing.

Division staff actively participate in the professional development activities of the Tallahassee Area Chapter of the National Institute of Governmental Purchasing as well as in leadership roles.

Wendi Sellers is serving as the current Chapter President and Don Tobin is in his seventh term as Chapter Treasurer.



Keith Roberts

Director
Purchasing
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PROCURING AND MANAGING RESOURCES AND SERVICES

- Implemented E-Payables, an electronic payment system for vendors utilizing the County VISA Purchasing Card platform that allows faster payment to vendors while reducing paperwork processing in Accounts Payable.
- Participated in the 18th Annual Florida Purchasing Conference and Products Exposition, which was sponsored by the Tallahassee Area Chapter of the National Institute of Governmental Purchasing.
- Competitive bidding for fifteen projects through August 2010 realized a savings for Leon County of \$1,280,868 on contracts valued at \$10,479,747 for a savings of 12.22%.
- Implemented a contractor pre-qualification process for three library additions and the Eastside and Northwest Branch library projects.
- Provided value-added services to County staff through on-going procurement customer service and support with policy interpretation, purchase orders, change orders, quotes, informal bids, contract preparation, and other assistance.
- Provided management oversight of the County VISA Purchasing Card program with a purchase volume exceeding \$2.3 million; provided training for new cardholders; implemented an online refresher training course for current cardholders; and realized an annual rebate exceeding \$10,000.
- Represented Leon County in Reverse Trade Shows sponsored by chapters of the National Institute of Governmental Purchasing in Panama City and Tallahassee and participated in a Reverse Trade Show and minority awareness event at Florida State University.
- Maintained level of service in warehouse services and mail delivery with the reduction of one position in the fiscal year.
- Provided sales and customer support to County staff through ordering, stocking and issuance of operational consumable products
- Performed annual warehouse inventory of 3,708 stock items with no disruption to customers; Inventory results greatly exceeded industry standards for accuracy and variance.
- Provided daily service to all County offices in the delivery and pick-up of U.S. and inter-office mail.
- Performed annual inventory of 6,251 tangible personal property assets of the County valued at \$40,803,610 and prepared annual report to the Board with no items missing in the annual inventory and 467 items to be removed due to sale or loss.
- Conducted on-site surplus sales and utilized on-line auction services to maximize a return of \$351,385 on surplus items while reducing storage requirements.



DID YOU KNOW

The Purchasing division holds on-site surplus sales and utilizes on-line auction services to maximize surplus sales while reducing storage requirements.